

## **SECRETARY TO THE COMMISSIONER OF COMMUNITY SERVICES**

### **NATURE OF WORK:**

The Town of North Hempstead seeks an experienced and motivated professional in the area of community services, senior services, event planning, community outreach and programming to assist the Commissioner of Community Services and the department with the daily duties.

The Secretary to the Commissioner will be directed to perform highly responsible and confidential work as secretary. They will need to be able to read, sort and route incoming mail, compose and answer correspondence by both letter and e-mail. Receive and make phone calls on behalf of the Commissioner and the Department. Secretary will need to be able to schedule meetings and programs as well as present and run meetings/programs on behalf of the Commissioner. Duties are performed under the managerial direction of the Commissioner and Deputy Commissioner of Community Services.

The Department of Community Services seeks to create and maintain programs to improve the quality of life of all Town residents, particularly seniors, youth and children. Through innovative recreational, educational and social programs as well as public events and festivals, the Department manages an ambitious schedule for the benefit of residents. Additionally, The Department works with our Town Departments and entities to coordinate their events and services on an as-needed basis. The Department also conducts outreach and programming to growing minority and immigrant populations in order to create better understanding, tolerance and respect for each group's cultural contributions to the community.

Under the general supervision of the Commissioner of Community Services and the Deputy Commissioner will further both the Town's vision and the Commissioner's leadership over this growing department.

### **ESSENTIAL FUNCTIONS:**

Under the direction of the Commissioner and Deputy Commissioner:

Develops, coordinates and maintains programs, events and services for Town residents

Coordinates Community Services Department needs with other departments of the Town

Represents the Commissioner and in certain cases, the Town at meetings, functions, events and programs

### **REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:**

A Bachelor's degree in is strongly desired. Community services, recreational or other related professional experience is recommended.

Working knowledge of North Hempstead Town Government, its programs, services and operations is required

Ability to handle multiple projects at once and meet established deadlines

Ability to establish and maintain effective working relationships with staff, elected officials, other Town employees and the public

Ability to work certain evening and weekend hours for Town programs and events

Requires driving personal or Town vehicle to various locations for meetings, events and programs.

Final salary is dependent upon experience and qualifications. The Town offers a broad health, dental and vision benefits package, generous leave, and both a defined pension and deferred compensation plan.

Email resume plus cover letter summarizing qualifications and salary requirements to Bob Weitzner, Commissioner of Finance and Human Resources: [careers@northhempsteadny.gov](mailto:careers@northhempsteadny.gov)